

Permit by Affidavit

A permit by affidavit is for work completed prior to and without the knowledge of the current owner.

The Florida Building Code permits the Building Official to accept an application for a building permit by a sworn affidavit from a registered architect or engineer, Section 105.14 of the *Florida Building Code*.

105.14 Permit issued on basis of an affidavit.

Whenever a permit is issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installation under conditions which, in the opinion of the building official, are hazardous or complex, the building official shall require that the architect or engineer who signed the affidavit or prepared the drawings or computations shall supervise such work. In addition, they shall be responsible for conformity to the permit, provide copies of inspection reports as inspections are performed, and upon completion make and file with the building official written affidavit that the work has been done in conformity to the reviewed plans and with the structural provisions of the technical codes. In the event such architect or engineer is not available, the owner shall employ in his stead a competent person or agency whose qualifications are reviewed by the building official. The building official shall ensure that any person conducting plans review is qualified as a plans examiner under Part XII of Chapter 468, Florida Statutes, and that any person conducting inspections is qualified as a building inspector under Part XII of Chapter 468, Florida Statutes.

Exception: Permit issued on basis of an affidavit shall not extend to the flood load and flood resistance requirements of the *Florida Building Code*.

This process does not apply to or incorporate the *Florida Fire Prevention Code*.

The Architect or Engineer shall submit such affidavits using the attached outlines for their request. All current documents are located on our website: www.colliercountyfl.gov.

Requirements to submit:

1. Building Permit Application, submitted with your Permit by Affidavit packet.
2. Construction plans, completed by a Professional Architect or Engineer, licensed in the State of Florida.
3. Building Permit by Affidavit, completed by a Professional Architect or Engineer, licensed in the State of Florida.
4. Construction Affidavit, completed by a Professional Architect or Engineer, licensed in the State of Florida
5. Certificate of Completion by Affidavit (CO), completed by a Professional Architect or Engineer, licensed in the State of Florida.
6. Inspection Report by Affidavit. All current documents are located on our website: www.colliercountyfl.gov.

Permit by Affidavit

Building Permit by Affidavit

Property Address: _____

Type of Structure: _____

Architect/Engineer Name: _____ **License number:** _____

Contractor Name: _____ **License number:** _____

I, an Architect/Engineer, duly licensed and registered with the State of Florida, hereby certify that I have reviewed the plans and specifications submitted for the construction of the above-mentioned project.

The above application and construction documents conform to the requirements of the *Florida Building Code*, the Collier County Floodplain Management Ordinance, the Collier County Land Development Code, the Collier County Building Administrative Ordinance, (#2020-48), the Collier County Contractor Licensing Ordinance, including all other relevant laws, policies, codes or ordinances.

All construction and inspections shall be in conformance with the above codes and Ordinances and be performed and verified by the architect or engineer of record who shall submit signed and sealed inspection reports for the record upon completion to the Building Official.

Signature of Architect or Engineer

AFFIX SEAL

Permit by Affidavit

Construction Affidavit

Property Address: _____

Type of Structure: _____

Architect/Engineer Name: _____ **License number:** _____

Contractor Name: _____ **License number:** _____

I, an Architect/Engineer, duly licensed and registered with the State of Florida, hereby certify that I have inspected all construction for the above-named project. I further certify that the construction is in accordance with submitted plans and specifications and meets all requirements of the *Florida Building Code* and all other codes and ordinances as agreed in the Building Permit Affidavit.

Signature of Architect or Engineer

AFFIX SEAL

Permit by Affidavit

Request for Certificate of Occupancy

Certificate of Completion by Affidavit

Property Address: _____

Type of Structure: _____

Architect/Engineer Name: _____ **License number:** _____

Contractor Name: _____ **License number:** _____

I, an Architect/Engineer, duly licensed and registered with the State of Florida, hereby certify that the above-named project is in accordance with all requirements in the Building Permit Affidavit; and, as such, request the issuance of a Certificate of Completion.

Signature of Architect or Engineer

AFFIX SEAL

Permit by Affidavit

Inspection Checklist

Check ALL inspections that apply

STRUCTURAL INSPECTIONS

- | | |
|--|--|
| <input type="checkbox"/> 100 - Footings | <input type="checkbox"/> 139 - Termite Baiting Inspection |
| <input type="checkbox"/> 101 - Pile Caps | <input type="checkbox"/> 140 - Interior Termite Spray |
| <input type="checkbox"/> 102 - Grade Beam | <input type="checkbox"/> 141 - Interior Slab Infill |
| <input type="checkbox"/> 103 - Floating Slab | <input type="checkbox"/> 150 - Sign/Flagpole Final |
| <input type="checkbox"/> 104 - Tie Beam | <input type="checkbox"/> 151 - Shearwall/Nailing |
| <input type="checkbox"/> 105 - Shear Wall | <input type="checkbox"/> 152 - Shearwall/Water Barrier |
| <input type="checkbox"/> 106 - Columns | <input type="checkbox"/> 153 - Shearwall/Stucco Lath |
| <input type="checkbox"/> 107 - Trusses/Roof Ply/Bucks | <input type="checkbox"/> 154 - Soffit Coverings In progress |
| <input type="checkbox"/> 108 - Framing | <input type="checkbox"/> 160 - Fence Final Building |
| <input type="checkbox"/> 109 - Insulation | <input type="checkbox"/> 161 - Fence Footing |
| <input type="checkbox"/> 110 - Tie Down | <input type="checkbox"/> 162 - Fence Fill Cell |
| <input type="checkbox"/> 111 - Dry-in/Flashing | <input type="checkbox"/> 163 - Mechanical Ventilation Framing |
| <input type="checkbox"/> 112 - Floodproofing | <input type="checkbox"/> 164 - Mechanical Ventilation Building Final |
| <input type="checkbox"/> 115 - Final Building | <input type="checkbox"/> 165 - Window/Door Replacement Non-Impact |
| <input type="checkbox"/> 118 - Lintel Beam | <input type="checkbox"/> 166 - Window/Door Replacement Impact |
| <input type="checkbox"/> 119 - Fill Cells | <input type="checkbox"/> 167 - Shutter Addition Residential Final |
| <input type="checkbox"/> 120 - Flood Vent Relief | <input type="checkbox"/> 168 - Shutter Addition Commercial Final |
| <input type="checkbox"/> 121 - Epicore Deck | <input type="checkbox"/> 169 - Re-Roof Dry-in/Flashing |
| <input type="checkbox"/> 124 - Steel in Stair | <input type="checkbox"/> 170 - Re-Roof Final |
| <input type="checkbox"/> 125 - Elevator Pit | <input type="checkbox"/> 171 - Remodel Residential Framing |
| <input type="checkbox"/> 130 - Tenant Sep/Rated Wall Frame | <input type="checkbox"/> 172 - Remodel Residential Building Final |
| <input type="checkbox"/> 131 - Tenant Sep/Rated Drywall | <input type="checkbox"/> 173 - Remodel Commercial Framing |
| <input type="checkbox"/> 132 - Tenant Sep/Rated Insulation | <input type="checkbox"/> 174 - Remodel Commercial Building Final |
| <input type="checkbox"/> 133 - Monolithic Slab | <input type="checkbox"/> 175 - Screen Cage Building Final |
| <input type="checkbox"/> 134 - Roofing Final | <input type="checkbox"/> 176 - Solar Tie Down |
| <input type="checkbox"/> 135 - Shutters Final | |
| <input type="checkbox"/> 136 - Impact Glass | |

Signature of Architect or Engineer

AFFIX SEAL

Permit by Affidavit

Inspection Checklist

Check ALL inspections that apply

PLUMBING INSPECTIONS

- ☐ 200 - Plumbing Underground
- ☐ 201 - Plumbing Rough-in
- ☐ 202 - Plumbing Stack
- ☐ 203 - Sewer Tap
- ☐ 204 - Plumbing Final
- ☐ 205 - Irrigation Final
- ☐ 206 - Grease Trap
- ☐ 207 - Oil Interceptor
- ☐ 208 - Pressure Test Piping
- ☐ 209 - Water Heater Replacement
- ☐ 210 - Medical Gas Piping
- ☐ 211 - Medical Gas Pressure Test
- ☐ 212 - Medical Gas Final
- ☐ 213 - Remodel Res Plumbing Rough
- ☐ 214 - Remodel Res Plumbing Final
- ☐ 215 - Remodel Com Plumbing Rough
- ☐ 216 - Remodel Com Plumbing Final
- ☐ 217 - Water Pipe Replacement
- ☐ 218 - Solar Plumbing Final

MECHANICAL INSPECTIONS

- ☐ 300 - A/C Rough
- ☐ 301 - A/C Final
- ☐ 302 - Mechanical Piping
- ☐ 303 - A/C Change Out
- ☐ 304 - Kitchen Hood Rough
- ☐ 305 - Kitchen Hood Final
- ☐ 306 - Walk-in Cooler Rough
- ☐ 307 - Walk-in Cooler Final
- ☐ 308 - Mechanical Ventilation Final
- ☐ 309 - Remodel Residential A/C Rough
- ☐ 310 - Remodel Residential A/C Final
- ☐ 311 - Remodel Commercial A/C Rough
- ☐ 312 - Remodel Commercial A/C Final

GAS INSPECTIONS

- ☐ 400 - Rough Gas
- ☐ 401 - Final Gas
- ☐ 403 - Underground
- ☐ 410 - Tie Down

ELECTRICAL INSPECTIONS

- ☐ 500 - T-Pole
- ☐ 501 - Electrical Rough
- ☐ 502 - Electrical Final
- ☐ 503 - Service Change
- ☐ 504 - Temporary Power Commercial
- ☐ 505 - Temporary Power Residential
- ☐ 506 - Underground Electrical Conduit
- ☐ 508 - TV/Telephone Rough
- ☐ 509 - TV/Telephone Final
- ☐ 510 - Alarm Rough
- ☐ 511 - Alarm Final
- ☐ 512 - Audio/Video Rough
- ☐ 513 - Audio/Video Final
- ☐ 516 - Electrical Walls Rough
- ☐ 517 - Electrical Ceiling Final
- ☐ 518 - Under Slab Electrical Conduit
- ☐ 519 - Low Voltage ALARM FINAL
- ☐ 520 - Mech. Ventilation Electrical Final
- ☐ 521 - Remodel Res Electrical Rough
- ☐ 522 - Remodel Res Electrical Final
- ☐ 523 - Remodel Com Electrical Rough
- ☐ 524 - Remodel Com Electrical Final
- ☐ 525 - Shutter Electrical Final
- ☐ 526 - Solar Electrical Final

Signature of Architect or Engineer

AFFIX SEAL

Permit by Affidavit

Inspection Checklist

Check ALL inspections that apply

POOL INSPECTIONS

- ☐ 700 - Pool Bonding
- ☐ 701 - Pool Final
- ☐ 702 - Pool Deck
- ☐ 703 - Pool Wet Niche
- ☐ 704 - Pool Shell Reinforcement
- ☐ 705 - Pool Dimensions
- ☐ 706 - Pool Plumbing Rough
- ☐ 707 - Pool Plumbing Final
- ☐ 708 - Pool Electrical Final
- ☐ 709 - Pool Pipe Pressure Test
- ☐ 710 - Pool Fill Cells
- ☐ 711 - Pool Footings
- ☐ 712 - Pool Pile Caps
- ☐ 713 - Pool Tie Beam
- ☐ 714 - Pool Equipotential Bonding Grid
- ☐ 715 - Pool Barrier Fence Final

Signature of Architect or Engineer

AFFIX SEAL